



Village of Brewster

50 Main Street

Brewster, New York 10509

Putnam County

Incorporated 1894

845-279-3760 Fax 845-278-7653

Office of Code Enforcement

INSTRUCTIONS FOR ACCEPTING BUILDING PERMIT APPLICATIONS STARTING WORK WITHOUT A PERMIT CARRIES A PENALTY OF \$500 PLUS THE PERMIT FEE

1. COMPLETELY FILLED OUT APPLICATION WITH TAX MAP #, CONTRACTORS LICENSE # WITH DESCRIPTION OF WORK.
2. INSURANCE CERTIFICATE OF LIABILITY - FORM ACORD 25 & WORKMAN'S COMP - FORM C-105.2. BOTH FORMS SHOULD SHOW THE VILLAGE OF BREWSTER AS ADDITIONALLY INSURED/CERTIFICATE HOLDER
3. NOTORIZED OWNERS CONSENT FORM UNLESS PROPERTY OWNER SUBMITS FORM OR IS DOING THE WORK THEMSELVES.
4. SKETCH DRAWING OF WORK AS NEEDED. IF WORK IS OVER \$10,000.00 A LICENSED ARCHITECT OR ENGINEER STAMP & SEAL WILL BE REQUIRED!!
5. PERMIT FEE SCHEDULE IS ONLINE AT WWW.BREWSTERVILLAGE-NY.GOV OR WE CAN DETERMINE COST IN OFFICE.
6. CATALOG CUT SHEET OF MECHANICAL EQUIPMENT SHOULD BE SUBMITTED WITH APPLICATION FOR FURNACES, BOILERS, AND H.V.A.C. EQUIPMENT AND PLUMBING RISER DIAGRAM.
7. PROPANE & GAS PERMITS NEED TO HAVE PLUMBING APPLICATION. FILL OUT (2) SETS OF APPLICATIONS WITH A PIPING DIAGRAM.
8. SUBMIT PROPERTY SITE SURVEY IF INSTALLING FENCES, SHEDS, DECKS, PORCHES OR ANY ADDITIONS UNDER \$10,000.00 A DRAWING WITHOUT AN ARCHITECT STAMP OR SEAL CAN BE ACCEPTED.
9. AFTER PERMIT IS ISSUED, APPLICANT IS RESPONSIBLE FOR SCHEDULING **ALL AND FINAL** INSPECTIONS.